

Field Trip

School Check-in Sheet

For Public Schools, Charter Schools & Private Schools

Date of Visit: _____ Arrival Time: _____

Name of School: _____

Phone # of School: _____

Main Chaperone's Name: _____

Main Chaperone's Cell Phone #: _____

Main Chaperone's Email Address: _____

Total # of Students (Preschool – 12th Grade): _____

\$9.95 plus tax (\$10.74 total) per student.

Must be included on the purchase order or paid for in cash, or by check or credit card by lead chaperone

Breakdown of Grade Levels of Students:

of Students Preschool - 2nd grade: _____

of Students 3rd-12th grade: _____

As a courtesy, **Titanic: The Artifact Exhibition** allows one free teacher/2 chaperones for every 15 students.

Ratio for Special Education Classes is on a per case basis, generally not to exceed one free chaperone for every 3 students. Ratio is based on actual number of students attending the field trip, not on projected numbers.

Total # of Free Chaperones (according to above ratio): _____

Total # of Additional Adults above ratio: _____

\$9.95 plus tax (\$10.74 total) each. Must be included on the purchase order or paid for in cash, or by check or credit card by lead chaperone.

Note: Any additional adults who have not prepaid with the school will be required to pay the full admission price upon arrival.

Total # of Toddlers (23 months & under): _____

Payment Method (circle one):

Purchase Order

Credit Card

Business Check

Cash

Purchase Order or Check # _____ Amount of Purchase Order or Check: _____

Please attach a hard copy of the P.O.

Signature of main chaperone to verify info: _____